

# Candovers Parish Council Data Protection Policy

## General Data Protection Regulations (GDPR)

### 1 Policy Statement

#### 1.1 Principles

The Council will process personal information in accordance with the GDPR that comes into effect on 25 May 2018 (<https://ico.org.uk/for-organisations/guide-to-the-general-data-protectionregulation-gdpr/lawful-basis-for-processing>).

This means the Council will ensure personal data are:-

- processed lawfully, fairly and in a transparent manner in relation to individuals;
- collected and used for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- accurate and, where necessary, kept up to date; every reasonable step will be taken to ensure that personal data that are inaccurate are erased or rectified without delay;
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
- processed in a manner that ensures appropriate security of the personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage, using appropriate technical and organisational measures.

#### 1.2 Lawfulness for processing personal data

The lawful basis for the Council to process personal data is 'Public Tasks'. Personal data are needed by the Council to exercise its official authority and to perform its specific tasks that are in the public interest.

Personal data is also lawfully processed for 'contract' purposes. This is data required for contracts and negotiations for setting up contracts with contractors and suppliers to the Parish Council, for legal agreements between the Council and members of the public and other organisations and for plot holders at Kingsley Allotment Association.

1.3 Scope of Personal Data stored and used Personal data held and used by the Council is limited to name, email address, telephone number and residential address. The Council will not process any sensitive personal data.

1.4 Data Controller and data processors The Parish Council is the Data Controller and will decide how personal data is processed. This will be determined by resolution at formal Parish Council meetings. All Councillors and the clerk can act as data processors.

1.5 Implementation The Data Controller will periodically review the Council's data protection procedures and update them as necessary to implement this policy. A log of breaches of this policy will be maintained to inform the periodic reviewed.